FY 2023 OHIO AMERICORPS
PLANNING GRANT NOTICE OF FUNDING OPPORTUNITY

Federal Agency Name: AmeriCorps
Funding Opportunity Title: Fiscal Year (FY) 2023 Ohio AmeriCorps Planning Grant
Announcement Type: Initial Announcement
Assistance Listing Number: 94.006

Disclosure: Publication of this Notice of Funding Opportunity (Notice) does not obligate ServeOhio to award any specific number of grants or to commit any particular amount of funding. The actual level, timing, and process of grant funding will be subject to the availability of annual appropriations.

Important Dates

- Applications are due to ServeOhio by **Wednesday, April 5, 2023, by 5:00 p.m.** Eastern Time. This Notice is open to organizations that propose to operate an AmeriCorps program in Ohio. Multi-state applicants are not eligible to apply to ServeOhio. Go to www.AmeriCorps.gov for more information about multi-state applications.
- Successful applicants will be notified **after May 12, 2023.**

Purpose of AmeriCorps Funding

AmeriCorps brings people together to tackle some of the country's most pressing challenges through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service a cornerstone of our national culture. AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions/practices to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members receive a living allowance and other benefits while serving. Upon successful completion of their service, members earn [a Segal AmeriCorps Education Award](#) that they can use to pay for higher education expenses or apply to qualified student loans.

The AmeriCorps regulations include pertinent information (see Table 1, below).

The full regulations are available online at:
https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR

Table 1: Requirements in the AmeriCorps Regulations

Topics	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90

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Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

Ohio AmeriCorps Planning Grants

Planning grants allow one year of funding for organizations to determine and explore AmeriCorps program feasibility to develop an AmeriCorps program including a Logic Model and Theory of Change; Member service plans in response to the identified community need(s); hire/onboard new staff or position; and build organizational capacity to host an AmeriCorps program. Planning grants do not support AmeriCorps members.

Planning grants allow organizations to become better prepared to compete for an AmeriCorps operational grant; however, planning grants do not guarantee organizations will obtain an AmeriCorps operational grant. ServeOhio reserves the right to reduce requests or provide partial awards.

Ohio AmeriCorps planning grants may not exceed $75,000.

Ohio AmeriCorps planning grants are awarded on a cost-reimbursement basis only.

Applicants are required to match at 24% either through cash or in-kind resources.

The planning grant project period is from August 1, 2023-July 31, 2024.

ServeOhio reserves the right to award applications in an amount less than the requested level of funding.

ServeOhio reserves the right to prioritize providing funding to existing awards over making new awards. The actual level of funding is subject to the availability of annual appropriations.

Ohio AmeriCorps Funding Priorities

ServeOhio funding priorities for this grant competition are:

- Organizations leading service in communities with concentrated poverty, rural communities, tribal communities, and those organizations serving historically underrepresented and underserved individuals, including but not limited to communities of color, immigrants and refugees, people with disabilities, people who identify as part of the LGBTQIA+ community, people with arrest and/or conviction records, and religious minorities;

- Programs that create workforce pathways for AmeriCorps members, including deliberate training, certifications, and hiring preferences or support; and
- Activities that support educational opportunity and economic mobility for communities experiencing persistent unemployment or underemployment, and students experiencing homelessness or those in foster care.
- Efforts to increase access, information and/or resources to safe, healthy, affordable, and/or more efficient housing.
- Programs that reduce and/or prevent prescription drug and opioid abuse; Increase access to health information/knowledge, resources and/or services; Improve individual and/or community health conditions.
- Programs that improve the quality of life of veterans and improves the well-being of military families, caregivers, and survivors.
- Rural intermediary organizations that demonstrate measurable impact and primarily serve rural communities with limited resources and organizational infrastructure.
- Efforts to mobilize volunteers to meet regional community needs utilizing ServeOhio's Get Connected platform.

Additionally, ServeOhio seeks to develop a diverse portfolio of programs that includes:

- Diverse geographic representation and distribution of resources.
- Unique service models that engage members in meaningful service and reflects the communities being served.
- Organizations committed to National Service as a solution.

To receive priority consideration, applicants must show that the funding priority is a significant part of the program focus and intended outcomes. Priorities may overlap but applicants must identify the program's primary funding priority. Priority consideration does not guarantee funding.

Eligible Applicants

The following Non-Federal entities (as defined in 2 CFR §200.69) who have Unique Entity Identifier (UEI) numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 CFR §200.54)
- Institutions of higher education (2 CFR §200.54)
- Local governments (2 CFR §200.64)
- Nonprofit organizations (2 CFR §200.70)
- States (2 CFR §200.90)
- Additionally, currently funded Ohio AmeriCorps organizations who are proposing a new project are eligible to apply. The new project must be clearly defined in the application and distinct from the currently funded AmeriCorps program.

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Unique Entity Identifier and System for Award Management (SAM)

All applicants must register with the System for Award Management (SAM) at
https://www.sam.gov/SAM/ and maintain an active SAM registration until the application process is
complete. If an applicant is awarded a grant, it must maintain an active SAM registration throughout the
life of the award. See the SAM Quick Guide for Grantees at:
https://sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf.

SAM registration must be renewed annually. AmeriCorps suggests that applicants finalize a new
registration or renew an existing one at least three weeks before the application deadline, to allow time
to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address
on all grant applications to AmeriCorps.

AmeriCorps will not make awards to entities that do not have a valid SAM registration and Unique Entity
Identifier. If an applicant has not fully complied with these requirements by the time AmeriCorps is
ready to make a Federal award, AmeriCorps may determine that the applicant is not qualified to receive
an award and use that determination as a basis for not making the award or making a Federal award to
another applicant.

AmeriCorps recommends registering at least 30 days before the application due date.

The Federal government is implementing Unique Entity Identifiers (UEI) as part of the SAM registration
process. Applications must include an Employer Identification Number.

Planning Grant Project Period and Timeline

The planning grant project period is from **August 1, 2023, to July 31, 2024.** Awarded planning grants
must abide by the following application and participation timeline.   If for any reason planning grant
recipients do not fully abide by the requirements below, ServeOhio reserves the right to revoke the
planning grant at any time due to non-compliance.

- August 2023- June 2024 – At minimum, every other month planning grant meetings with
  ServeOhio, dates TBD. Participation in the following is also required, and must be budgeted for,
  with some dates TBD. Events are one day unless otherwise noted. Costs can include overnight
  stays, if needed. Budget for all August through June events. Exact dates TBD
    - August – Planning grant kick-off meeting
    - November – ServeOhio Conference on Service and Volunteerism
    - January/February – Program Director Training (2 consecutive days)
    - Spring- Planning grant staff attend one National Service Regional Conference (3
      consecutive days)
    - March –Planning grant representatives attend operational grant application session

- April-July 2024– One of the following will occur based on ServeOhio funding priorities, applicant's organizational capacity, planning grant compliance and planning grant progress:

    o Applicant submits an operational grant application by the due date; or

    o Applicant ceases the planning grant by July 31, 2024; or

    o ServeOhio ceases the planning grant by July 31, 2024

- If an AmeriCorps operational grant application is submitted and selected for funding:

    o May through July 2024 – Applicant continues planning grant implementation for operational grant to begin after August 1 but prior to October 1, 2024

    o July - Program staff attend Starting Strong orientation for new programs (3 days)

- In addition to the above timeline, planning grants must submit monthly financial reports to ServeOhio for at least the first six months of expenses.

- Planning grantees will be expected to follow ServeOhio guidance and reach benchmarks throughout the project/award period. If selected, grantees will receive a resources and technical assistance throughout the project/award period.

Application Elements and Page Limitations
In eGrants, applicants will enter the following components of a complete application:

• Standard Form 424 Face Sheet: This is automatically generated when applicants complete the Applicant Info and Application Info sections.

• Narrative Questions 1-4

• Logic Model – N/A for Planning Grants, Follow Instructions

• Performance Measures – N/A for Planning Grants, Follow Instructions

• Program Information

• Documents

• Budget Sections(s) I and III

• Funding/Demographics

• Authorization, Assurances, and Certification (under Authorize and Submit section)

Narrative sections may **not exceed 10 pages**. Please note the length of a document in a word processing software may be different than what will print out in eGrants. ServeOhio will consider the number of pages as they print out through eGrants when determining compliance for page limits. ServeOhio strongly encourages applicants to print out the application from the "Review" page prior to submission to check that the application does not exceed the page limit.

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Application Instructions

Create a New Application

New applicants need to establish an eGrants account by accessing this link:
https://egrants.cns.gov/espan/main/login.jsp and selecting "Don't have an eGrants account? Create an account."

In eGrants you will need to:
- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select "Ohio"
- Select a NOFA
  o Cost Reimbursement Grants: FY 2023 AmeriCorps State and Territory Commission (New and Continuations). *Ignore the January 4, 2023 due date.*

Applicant Info

Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet.

- Planning Grant applicants, select **New**

Enter the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application. The Authorize Representative should be an individual within the legal applicant organization with the responsibility to sign contracts and awards.

Application Info

In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation, "OH". For city or county information, please follow each one with the two-letter capitalized state abbreviation.
- Requested project period start and end dates. The dates must be **August 1, 2023-July 21, 2024.**
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as "No, this is not applicable."
- Indicate Yes or No if you are delinquent on any federal debt. If yes, provide an explanation.
- State Application Identifier: Enter N/A.
- Project Title is Required: The project title **must include your organization's name and then "planning grant".** It should be "Legal Applicant Name Planning Grant"

Narratives

The following narrative sections are required.

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Executive Summary – Must use this template:

The [Name of the organization] proposes to develop an AmeriCorps program serving in [the location(s) the AmeriCorps program will serve] that will focus on the [Funding Priority or Focus Area(s)]. The Ohio AmeriCorps investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, tribal, and federal funds] in public funding and $[amount of non-governmental funds] in private funding. No AmeriCorps members will be needed to execute this plan.

Rational and Program Design Narrative

1. Community Need (1-2 pages)

Describe the community need(s) the organization is hoping to address. Provide information about the scope/significance/cause of the problem in the community(ies) where your organization will focus its efforts. Use reputable/current/local data.

2. AmeriCorps Members as an effective tool to address the need (2-3 pages)

Describe why your organization believes that AmeriCorps Members could potentially be an effective tool for addressing the community need that is described in section 1. Additionally, please describe what activities you see AmeriCorps Members engaging in and how such interventions may lead to positive outcomes.

Provide details about known or potential partners, service sits/locations, service area(s), service activities and member training opportunities.

Note if the planning grant application or proposed future AmeriCorps program aligns with any AmeriCorps Focus Areas or Funding Priorities as outlined on pages 2-3.

For general knowledge: Organizations that receive an AmeriCorps grant recruit individuals both locally and nationally to serve as AmeriCorps Members. AmeriCorps Members agree to serve between 300 and 1700 hours with the program and implement direct service interventions to address a community need. A service term for 1700 hours is usually between 10-12 months. Examples of direct service functions include, but are not limited to; tutoring, mentoring, recruiting volunteers, assisting clients with financial stability services, building/repairing homes, restoring parks/wilderness areas, facilitating after school programming, assisting in career readiness/job placement services, or assisting individuals to transition to stable housing.

Member activities cannot duplicate activities already available in the locality of the program, nor can members displace a paid staff position or volunteer position (45 CFR §2540.100 e-f). Members are also prohibited from such things as attempting to influence legislation, engaging in religious instruction, providing a direct benefit to a for profit organization, and providing abortion referrals/services (45 CFR §2520.65). Direct services must be the primary activity of the member; training is capped at 20% and fundraising is capped at 10% (45 CFR §2520.50, 45 CFR §2520.45, and 45 CFR §2520.40).

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AmeriCorps programs offer their members a living allowance to help cover basic expenses during the members' service term. In 2023, Members serving in a 1700-hour term will receive a minimum living allowance of $17,600 that is funded in part by an AmeriCorps operational grant award. Prorated living allowances are also typically provided by the grant to members serving in a part-time capacity. Healthcare coverage and childcare assistance are available for full-time members. Other benefits, such as training and certifications, will also be available to all Members. At the completion of a service term, members receive an education award up to $6,895 currently.

The average AmeriCorps program hosts between 10 and 35 AmeriCorps members who are either directly managed by the organization or are placed at service sites where the members are supervised by staff of partner agencies.

Organizational Capability Narrative

1. Organizational Background and Staffing (1-2 pages)

Describe how the organization has the experience, staffing, and management structure necessary to plan and implement the proposed project. Additionally, describe how the organization is culturally responsive of staff, beneficiaries, and community.

Include how the organization and/or program prioritizes diversity, equity, and inclusion to diversify its members, staff and board and create a supportive and safe environment as well as ensure that its programming is culturally and community appropriate.

2. Resource Development (1-2 pages)

Describe the organization's experience in securing outside cash and in-kind contributions. Additionally, describe the resources that could potentially be utilized/secured to assist the organization in supporting an operational AmeriCorps program.

Cost Effectiveness and Budget Adequacy Narrative

1. Only include "See budget"

Evaluation Summary or Plan Narrative

1. Only include N/A

Amendment Justification Narrative

1. Only include N/A

Clarification Summary

1. Only include N/A

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Continuation Changes

1. Only include N/A

Budget Sections I and III

- The Grant share of the award can be no more than $75,000.
- At least .5 FTE staff is required in the budget.
- Program staff background checks, meetings, events and training can be included.
- Costs for member recruitment, background checks, and training preparation can be included but actual member costs (stipends, benefits, etc.) are not allowed.
- Costs can include partner meetings and supervisor trainings, for examples.
- See the FY2023 Application Instructions starting for information on calculating Administrative Costs and details for budgeting the required staff and program participation costs listed in the Planning Grant Timeline above.
- Cash and in-kind match must be at least 24%.
- There should be NO costs in Section II of the Budget. This section is specific to Member costs and planning grants do not include Members.

Logic Model

Not required

Performance Measure Section

Please follow the directions below **AFTER completing the Budget Sections I and III**.

Home Page

To start the module, click the "Begin" button on the Home Page.

As you proceed through the module, the Home Page will summarize your work and provide links to edit the parts of the module you have completed. You may also navigate sections of the module using the tab feature at the top of each page.

Once you have started the module, clicking "Continue Working" will return you to the tab you were on when you last closed the module.

To edit the interventions, objectives, MSYs, and slot allocations for your application, click the "Edit Objectives/MSYs/Slots" button.

After you have created at least one aligned performance measure, the Home Page will display a chart summarizing your measures. To edit a performance measure, click the "Edit" button. To delete a

measure, click "Delete." To create a new performance measure, click the "Add New Performance Measure" button.

Objectives Tab

An expandable list of CNCS focus areas appears on this tab. When you click on a focus area, a list of objectives from the CNCS strategic plan appears. A list of common interventions appears under each objective.

First click on a focus area. Select **"other"** for your focus area and objective.   Next, select the primary intervention as **"Other".** You will be required to create an aligned performance measure that contains your primary intervention.

MSYs/Slots Tab

Planning Grants have no members; however, eGrants requires that you have a positive value for MSY. Your total MSY for the program is **1 Minimum Time Member (.212 MSY)**.

Next, enter the number of MSYs (.212 MSY) your program will allocate to each objective. The MSY chart must show how all your program's resources are allocated.

 As you enter MSYs into the MSY column of the chart, the corresponding percentage of MSYs will calculate automatically. When you have finished entering your MSYs, the total percentage of MSYs in the chart must be 100%. The total number of MSYs in the chart must equal the number of MSYs in your budget (+/- 1 MSY).

In the slots column, enter the number of members that will be assigned to each objective: **Enter 1**.

Performance Measure Tab

Begin by selecting an objective. The list of objectives includes those you selected on the objectives tab.

Provide a short, descriptive title for your performance measure: "**Plan an AmeriCorps program and develop organization capacity to successfully apply for an AmeriCorps operational grant."**

Briefly describe the problem as "**planning an AmeriCorps program**"

Select the intervention(s) - Selected "**Other**" as an intervention; click "add user intervention" and enter "**Capacity Building"**

Select output(s) for your aligned performance measure. Create an applicant-determined output by clicking "Add User Output."   Enter "**Planning timeline is completed**".

Select outcome – Create an applicant-determined outcome by clicking "Add User Outcome." Enter "**Operational Grant Submission"**

Enter **1 MSYs and 1 slots** to achieving the outcomes you have selected in this performance measure.

Click "next" to proceed to the data collection tab.

Data Collection Tab

On this tab, you will provide additional information about your interventions, instruments and plan for data collection.

Describe the design and dosage (frequency, intensity, duration) of the interventions you have selected.

- Frequency - Daily
- Intensity - one-on-one,
- Duration – up to 12 months.

Expand each output and outcome and enter data collection information. Select the data collection method you will use to measure the output or outcome.

- Output – Planning Grant Objectives
- Outcome – Application submission

Describe the specific instrument(s) you will use to measure the output or outcome – "Other"

Enter the following target numbers for your output or outcome.

- Output – 1
- Outcome - 1

For applicant-determined outputs and outcomes, enter the unit of measure for your target as "Other"

After entering data collection information for all outputs and outcomes, click **"Mark Complete."** You will return to the Performance Measure tab. Continue to the next step of the module, click "Next."

Summary Tab

"Click Validate Performance Measures" to validate this module prior to submitting your application.

Review and Submit

Review the application content and complete the required authorization, assurances and certifications in order to submit.

Required Additional Documentation

The following additional documentation is required to be submitted via email to mary.cannon@serve.ohio.gov by the application deadline or the planning grant will be considered incomplete and not eligible for funding.

Additional documents must be emailed with the following subject line: *"Legal Applicant Name" – "Application ID Number."* Emails should include:

- the legal applicant name and its point of contact information

- the application ID number

- a list of documents that are attached to the email by file name, labeling each document type according to the above numbered list

- individually attached files that are clearly labeled, and that include the legal applicant name and application ID number within the file name and heading of each document. To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.

If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)."

The required documents include:

1. The Operational and Financial Management Survey (OFMS) available on the ServeOhio website. Please submit the OFMS as a Word document. Forms submitted as a PDF, or any other document format may not be accepted.

2. Organizational chart

3. Organizational Management Readiness Assessment found on the ServeOhio website.

4. If available, most recent single audit or audited financial statements

Application Compliance and Eligibility Review

ServeOhio staff review planning grants and will conduct an initial Compliance and Eligibility Review to determine if an application meets the eligibility requirements published in this Notice and advances to the next stage of the review process.

An application is compliant if the applicant:

- is an eligible organization

- is eligible to submit directly to ServeOhio

- submitted a complete application by the submission deadline

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

Applicant Clarification

ServeOhio may ask an applicant for clarifying and additional information during the Clarification Period. ServeOhio staff will use this information to make funding recommendations. Not all applications are clarified. A request for clarification does not guarantee an award. Applicants may be recommended for funding even if they are not asked for clarifying information. An applicant's failure to respond to a request for clarification adequately and in a timely manner may result in the removal of its application from consideration.

Applicants must be available during the clarification period from **April 24, 2023 - May 5, 2023**

Pre-Award Risk Assessment

ServeOhio staff will evaluate the risks to the program posed by each applicant to assess an applicant's ability to manage Federal funds. This evaluation is in addition to assessments of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria. Results from this evaluation will inform funding decisions. If ServeOhio determines that an award will be made to an applicant with assessed risks, special conditions that correspond to the degree of assessed risk may be applied to the award. Additionally, if ServeOhio concludes that the reasons for applicants having poor risk assessment are not likely to be mitigated, those applications may not be selected for funding.

In evaluating risks, ServeOhio may consider the following criteria:

Due Diligence:

- Federal debt delinquency

- suspension and debarment

- information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as:

  o Federal Awardee Performance and Integrity Information System (FAPIIS)

  o U.S. Treasury Bureau of Fiscal Services

  o System for Award Management (SAM)

  o "Do Not Pay"

- reports and findings from single audits performed under Uniform Administrative Guidance and findings of any other available audits or investigations

- IRS Tax Form 990

- Oversight.gov

- Public Litigation Records

Operational and Financial Management:

- financial stability

- Operational and Financial Management Survey

- Organizational Management Readiness Assessment

AmeriCorps Terms and Conditions

All awards made under this Notice will be subject to the FY 2023 AmeriCorps General Terms and Conditions, and the FY 2023 AmeriCorps State Terms and Conditions, and the FY 2023 Ohio AmeriCorps Supplementary Terms and Conditions. These Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the AmeriCorps General, Program-Specific, and Ohio Supplementary Terms and Conditions are available at https://serve.ohio.gov/grants-and-funding/americorps-funding and https://americorps.gov/grantees-sponsors/directs-territories-tribes.

National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a specific screening procedure established by law to protect the beneficiaries of national service. We encourage grantees to minimize barriers to service without putting their program beneficiaries at genuine risk.

- In general, award recipients and subrecipients must conduct an NSCHC for all AmeriCorps members and all staff funded under, or whose salary is reflected as match on, the award (i.e. approved in the AmeriCorps budget).

- AmeriCorps strongly encourages applicants to review the regulations and additional guidance to fully understand how to comply with the requirements.

- AmeriCorps also strongly encourages funded applicants to utilize the two AmeriCorps-approved vendors to conduct the required NSCHCs.

- Failure to conduct a compliant NSCHC may result in significant disallowed costs.

- The cost of conducting NSCHC is an allowable expense under the award and the individual subject to the NSCHC may not be required to cover the cost without being reimbursed.

For Ohio AmeriCorps funded programs, a NSCHC consists of a check of the:

1. National Sex Offender Public website through NSOPW.gov (nationwide check);

2. State criminal history record repository or agency-designated alternative for the individual's State of residence if not Ohio; and

3. Fingerprint-based check of the FBI criminal history record database through the State criminal history record repository or agency-approved vendor.

All checks must be conducted, reviewed, and an eligibility determination made before the individual begins work or service. NSCHC documentation must be maintained by the legal applicant.

An individual is <u>not eligible</u> to serve or work in a position subject to the NSCHC requirements if:

• the individual refuses to consent to a criminal history check;

• makes a false statement in connection with a criminal history check;

• is registered, or is required to be registered, on a state sex offender registry or the National Sex Offender Registry; or

• has been convicted of murder.

See 45 CFR 2540.200– 2540.207 and National Service Criminal History Check Resources for complete information and FAQs.

Planning grants can include costs for proposed staff positions and estimated number of member slots projected for an operational grant.

Official AmeriCorps Guidance

All AmeriCorps active Guidance is available on the agency's Guidance webpage: https://www.americorps.gov/about/agency-overview/official-guidance. The contents of these documents do not have the force and effect of law and are not meant to bind the public in any way unless incorporated into a contract or grant agreement. These documents are intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

Use of Material

To ensure that materials generated with AmeriCorps funding are available to the public and readily accessible to recipients and non-recipients, AmeriCorps reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so (2 CFR §200.315).

Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

Depending on the award type, subgrantee may be required to provide progress reports and financial reports. Final financial and progress reports are due 30 days after the end of the agreement.

In addition, at the end of the award period, recipients must submit final financial (cost reimbursement grantees only) reports that are cumulative over the entire award period and consistent with the close-out requirements. The final reports are due 30 days after the end of the period of performance.

Award recipients will be required to report at https://www.FSRS.gov on all subawards over $30,000, and may be required to report on executive compensation for the recipient organization and its subrecipients. Recipients must have the necessary systems in place to collect and report this information. See 2 CFR Part 170 for more information and to determine how these requirements apply.